

Contract Administration in the Public Sector

Course Syllabus

Welcome to Contract Administration in the Public Sector

NIGP's foundation course, Contract Administration in the Public Sector, is designed for contract administrators at every level. It examines the contract administration process and best practices that help enable the achievement of public procurement goals. It focuses on the common contract administration functions that must be successfully performed and the implications associated with them.

Each contract poses unique challenges. The processes and best practices proposed in this course allow a customized administration plan that meets the needs of each type of procurement.

Textbooks and Materials

Contract Administration in the Public Sector by Elisabeth Wright Ph.D., CPCM and William D. Davison, CPPO. Participants receive this eBook when they register. Additional readings will be provided as the course progresses.

Benefits of this online format

Some of the benefits of taking this as an eight-week online course are:

- No travel costs.
- No time away from the office.
- Work is spread over 8 weeks so that you can better study and absorb the content.
- You can do the coursework when your schedule allows as long as you complete the weekly assignments.
- Your classmates are from a wide range of entities enabling you to learn about different practices.

NIGP Online Course Rules

Course Activities

The course is organized by week. Each week contains:

1. Assigned reading from the textbook and other provided sources
2. Discussion and questions
3. Individual and/or group assignments, and
4. A self-assessment.

Basis for Grading

You will receive a grade of pass or fail. In order to pass you must:

1. Attend the course and substantially participate every week in the Instructor-led discussions
2. All Learners will be assigned to a Group within the course. Work with your small group to complete the assignments
3. Achieve a score of 70% on the weekly self-assessments (can take multiple times) and final exam (within three attempts).
4. Submit a Postwork course evaluation.

Attendance Policy

Learner attendance is defined as active participation/discussion in the course tasks as outlined in the weekly course activities and syllabus.

- Learners who do not log into the course and participate in the Introduction Week activities are inconveniencing their fellow group members and are at risk of being removed from the course.
- Failure to participate by the end of Week 1 will result in being dropped from the course and loss of course fees.
- You must respond to the instructor's questions on the discussion board with a well thought-out and substantial comment, as well as a substantial comment on at least one other classmate's response within the discussion. You are required to participate in discussions every week,
- You must contribute to each weekly assignment. Working with your group, you will reach consensus on your responses and submit a group document for each assignment.

Your instructor will be tracking your progress through your contributions. If life or work events cause a temporary absence from the course please notify your instructor or the moderator and your group.

Course Schedule

Compare this course schedule to your personal and professional schedules to identify weeks with heavy workloads. While you cannot complete teamwork assignments ahead of time, you may want to read ahead at times. This schedule may be changed with prior notice at any time during the course.

Getting started:

- Complete the Pework student questionnaire.
- Print and read the detailed syllabus, course rules, and acknowledge you have reviewed them.

- Explore the Discussion Board and introduce yourself to other participants.
- Introduce yourself to the class by replying to the Instructor's Welcome posting on the Main Discussion forum
- Enter your Group subforum and complete the Group Roles Assignment with your team.
- Ask any questions you may have regarding the course syllabus and format.

Week 1: Introduction and Defining the Parameters and Value of Contract Management and Contract Administration

Focus:

This week's assignment describes why the study of contract administration is important, not only to participants the purchasing professional, but to their organization.

Week 2: Considerations for Affecting Contract Administration during the Formation Period

Focus:

Aspects of contract formation can have significant influence on Contract Administration. Creating a contract for the first time can seem a formidable task. This chapter helps break down the contract formation process into manageable parts to ensure a successful contracting outcome.

Week 3: Planning for Performance and Contract Administration Team: Roles and Ethical Responsibilities

Focus:

Planning is not something we immediately consider when embarking on an endeavor, large or small; however, planning is critical to the successful outcome of any endeavor. Too often we choose to "wing it" with less than stellar results. Chapter 4 identifies tools we can use to help us administer contracts in a pro-active rather than re-active fashion. Participants will learn how to create a Contract Administration Plan and a Performance Assessment Plan, including surveillance techniques.

Chapter 5 describes the roles and responsibilities of the Contract Administration Team. Chief among those responsibilities is ethical behavior.

Week 4: Initial Contract Administration Activities and Software Management

Focus:

What can participants do to ensure a successful contractual outcome? Chapter 6 focuses on activities that should be conducted shortly after the contract is signed.

Chapter 9 gives an overview of the special considerations for software contracts. Key considerations during contract administration include quality, standards, performance metrics and rights regarding technical data delivered

under contracts. Additionally, there is a primer for the special terminology used in software management included in this chapter.

Week 5: Inspection and Acceptance, and, Delays in Contract Performance

Focus:

Participants have awarded a contract, created Contract Administration Team, outlined the Contract Administration Team's Roles and Responsibilities, completed participants Contract Administration Plan and identified the Performance Assessment Plan for determining the contractor's performance. Now the contractor has begun performance. Chapter 7 reviews inspection and acceptance techniques, which include rejection as well. Identify ways participants would protect the rights of participants' agency as well as the rights of the contractor during performance of this contract.

Chapter 10 continues performance management with an examination of performance delays, differentiating among excusable, non-excusable, and compensable delays. Each type has specific rights and responsibilities for both the agency and the contractor and remedies.

Week 6: Contract Modifications, and, Disputes and Appeals

Focus:

Chapter 8 introduces participants to the "real world" of contract administration, where things don't always work out the way participants expected when participants began administering the contract: contract modifications. Contract modifications range from minor (correction to a telephone number or other routine administrative matter) to substantive (major change to the scope, delivery, quantity, etc.). Modifications may be unilateral or bilateral. Modifications may result in requests for monetary or time changes.

Chapter 11 describes what can happen when participants and the contractor can't reach agreement. While individual agency's process may differ, the fundamental administrative framework remains the same. Participants will learn the difference between disputes and claims as well as the techniques, advantages, and disadvantages of alternative dispute resolution.

Week 7: Contract Payment, and, Contract Termination

Focus:

When the contractor has successfully delivered or performed, he gets paid. There are many types of contract payments and their use depends on the contract situation. By understanding how each of these methods work, participants can more effectively administer participants' contract to a successful conclusion. Chapter 12 gives participants an overview of the different payment methods and their uses.

Chapter 13 deals with contract terminations, the most drastic ending to a contractual relationship. In this chapter, participants will determine when termination for default is appropriate; go over the procedural process, consequences, and alternatives to a default termination.

Week 8: Contract Closeout Activities

Focus:

The final chapter deals with contract closeout, an often forgotten but very important phase of contract administration.

Course Wrap-up

- Review and then complete the Final Assessment within the final week of the course. One of the requirements for passing the course is a score of 70% on the final exam.
- Once you have achieved a passing grade, complete the Postwork course evaluation. This enables you to print your certificate of completion.

Questions?

Contact RegistrationInfo@nigp.org.